



Institutional Application for Free Talking Book & Braille Library Service

Kentucky Talking Book Library
PO Box 537
Frankfort, KY 40602-0537

Statewide Toll-Free 1-800-372-2968

Local 1-502-564-8300 ext 276

Please Print. Information given on this application is confidential and is not for public release.

Institution name _____

Attn: _____

Mailing Address _____
Street address or PO Box

City

County

State

Zip

Phone No _____ General Email _____
Area Code

Staff person who will be responsible for all library materials

Name _____

Title/Position _____

Phone _____ Email _____

Number of persons at the facility who qualify to use Talking Book Library service due to visual or physical disabilities which prevent them from reading standard print:

Talking Book users _____ Braille users _____

Playback Equipment & Accessories

Playback equipment and special accessories are supplied to eligible institutions on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the Kentucky Talking Book Library.

_____ **Digital Talking Book player**

_____ **Pillow Speaker** (bedfast only)

_____ **Braille books**

_____ **Solar battery charger** (no access to electricity)

_____ **Headphones** (for patrons
with hearing loss or in group settings)

_____ **Amplifier** (for profound hearing loss only;
separate application required)

Certification

I certify that the institution named on this application serves people who are unable to read or use standard printed material because of blindness, visual disability or physical disability which prevents them from holding a book or turning the pages. I further certify that the reading materials and equipment borrowed from the Kentucky Talking Book Library will be used by such eligible persons only.

Name of Administrator _____

Title/Occupation _____

Phone _____ **E-mail** _____

Administrator's Signature _____ **Date** _____

Eligibility

A. The following persons are eligible for Talking Book Library service:

1. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.

2. Other physically disabled persons as follows:

(a) Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.

(b) Persons certified by competent authority as unable to use standard printed material as a result of physical limitations.

(c) Persons certified by doctor of medicine or doctor of osteopathy as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading standard printed material in a normal manner.

B. The administrator of the institution can serve as the certifying authority for cases of blindness, visual disability, or physical disability.

C. Public and private schools must submit an individual application for each student who will use Talking Book materials.

Reading Preferences

I object to books with:

_____ Explicit Sex _____ Violence _____ Rough Language _____ Long Books

I wish to receive books in the following languages: _____

Check Preferred Reading Level:

_____ Adult _____ Young Adult _____ Juvenile _____ Preschool

For students, please indicate reading comprehension level by grade: _____

My librarian may make selections from the categories below if I run out of my own requests.

_____ Yes _____ No

Reading Interests

_____ Adventure	_____ Health	_____ Poetry
_____ Animals	_____ Historical Fiction	_____ Psychology/Self-Help
_____ Best Sellers-Fiction	_____ History—U.S.	_____ Religion
_____ Best Sellers-Non-Fiction	_____ History—World	_____ Romance—Period
_____ Biography	_____ Hobbies & Crafts	_____ Romance—Modern
_____ Business/Economics	_____ Horror	_____ Science
_____ Christian Fiction	_____ Humor	_____ Science Fiction
_____ Cooking	_____ Kentucky Fiction	_____ Short Stories
_____ Disabilities	_____ Kentucky Non-Fiction	_____ Suspense/Thrillers
_____ Family Stories	_____ Literature—Classic	_____ Sports
_____ Fantasy	_____ Literature—Modern	_____ True Crime
_____ Film Biography/History	_____ Music Biography/History	_____ Travel
_____ Fine Arts	_____ Mysteries	_____ War—Fiction
_____ Gardening	_____ Nature	_____ War—History
_____ Govt., Law, & Politics	_____ Occult & Supernatural	_____ Westerns

Interests or Favorite Authors _____

I would like information on audio magazines and/or NFB Newsline®: _____

I would prefer catalogs and newsletters in:

_____ Large Print _____ Braille _____ Audio _____ E-mail

Institutional Borrower's Agreement

As an institution providing Talking Book Library service to your residents/clients/students, you will have certain responsibilities. Please read the following, then sign and date it to indicate you are aware of our policies. (Please keep in mind that "books" refers to Braille or Talking Books.)

- I understand that I will be responsible for keeping track of reading materials that are checked out to my institution, regardless of which individuals are using them. (Heavy users are encouraged to apply for an individual account in his/her name.)
- I understand that books are on loan for 30 days, and must be returned to the Kentucky Talking Book Library within that time.
- I understand that I am responsible for keeping a record of the serial numbers of all machines and accessories on loan to my institution.
- I understand that all equipment is the property of the Library of Congress. I must take reasonable care of it, and I must return it to the Kentucky Talking Book Library if I am no longer actively using the Talking Book program.
- I understand that I must recover all Talking Book Library reading materials and equipment before a resident/client/student leaves my institution, or upon their death.
- I understand that I must not lend or give Talking Book equipment or reading materials to any person who does not meet eligibility requirements, and that materials are not transferrable from one individual account to another.
- I understand that my institution and its staff are responsible for maintaining Talking Book Library materials, despite staff turnover or other changes.
- I understand that I must notify the Kentucky Talking Book Library anytime my institution's name, mailing address, or telephone number changes.

Administrator's signature

date

Signature of staff member responsible for materials

date

**Free matter for the Blind
and Physically Handicapped
DMM 703.5**

**Kentucky Department for Libraries & Archives
Kentucky Talking Book Library
PO Box 537
Frankfort KY 40602**

